my|CalPERS
READINESS TEAM

my|CalPERS Business and Technical Outreach
to
Third Party Vendors

AGENDA

» Welcome

» Meeting Purpose

» Project Highlights

» Enrollment Process Overview

» Payroll Contribution File

» Business Partner Preparation

Meeting Purpose

» To enhance business partner understanding of the my|CalPERS project and outline key milestone dates

» To enhance business partner understanding of my|CalPERS payroll contribution reporting requirements

» To enhance our shared understanding of business partner transition needs

Project Highlights

» Project Summary
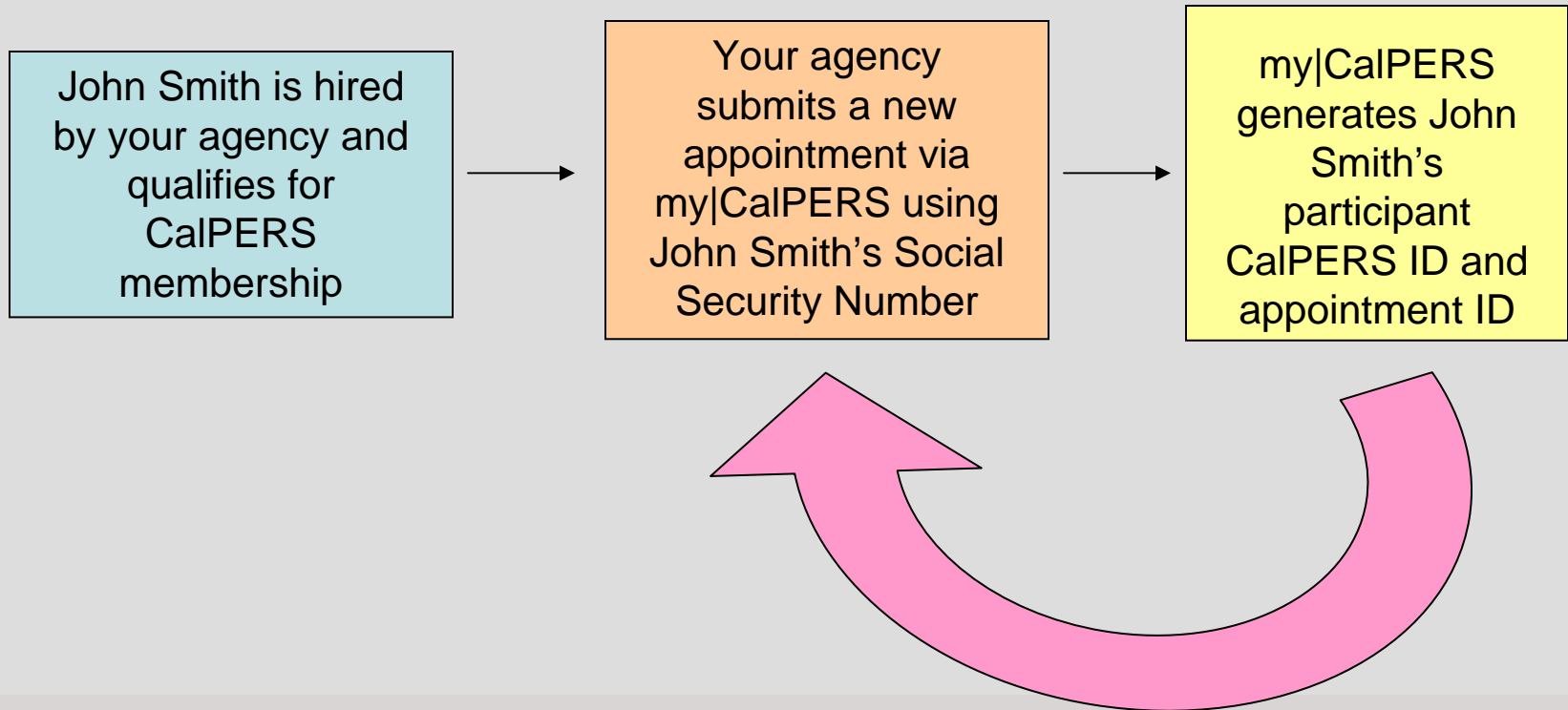
» Key Reporting Changes

» Important Project Dates

Important Project Dates

Activity	2008	2009 Calendar Year				2010	
	Q4	Q1	Q2	Q3	Q4	Q1	Q2
PERT Employer Education and Support							
Phase 2A							
Outreach to explain system design and help establish an initial state of readiness by electronic file reporting employers		Baseline Readiness					
Phase 2B							
Present Employers with the new my|CalPERS business policies and procedures changes			Business Procedure & Policy Education				
Phase 3							
Employer Staff Training – Computer Based Training						Employer Staff Training – Payroll and Enrollment	
Complete Readiness testing:							
• Prepare test files • Submit for business rules check • Review and correct errors						Testing/Data Validation	
Technical Preparations							
CalPERS System to System Preparation							
File Format, Data Validation, File Submission Period							
CalPERS work with Employer Technical Staff to develop files and submit test data							
System Go-Live – April 19, 2010							

5

Enrollment Process Overview

» Enrollment Process Description

» System Generated ID's

    » Participant's CalPERS ID

    » Appointment ID

» Retired Annuitants

Enrollment Process

| John Smith is hired by your agency and qualifies for CalPERS membership | → | Your agency submits a new appointment via my\|CalPERS using John Smith's Social Security Number | → | my\|CalPERS generates John Smith's participant CalPERS ID and appointment ID |

Enrollment Process Overview

» Enrollment Process Description

» System Generated ID's

　　» Participant's CalPERS ID

　　» Appointment ID

» Retired Annuitants

Payroll Contribution Reporting and Data Elements

» Payroll Reporting Process Overview

» Data Elements

Payroll Contribution File Data Elements

Payroll Contribution File						
DATA ELEMENT NAME	**R/O/C**	**DATA HIERARCHY**	**DATA TYPE**	**FIELD VALUES**	**MAX LENGTH**	**Current Reporting Equivalent**
Service Center's CalPERS ID	C	Payroll File Header	String	xxxxxxxxxx	10	None
Employer's CalPERS ID	R	Payroll File Header	String	xxxxxxxxxx	10	CalPERS Employer code
Report Period Begin Date	R	Payroll File Header	Date	yyyy-mm-dd	10	Service Period Month Service Period Year Service Period Type
Report Period End Date	R	Payroll File Header	Date	yyyy-mm-dd	10	Service Period Month Service Period Year Service Period Type
Program Type	R	Program Identifier	String	xxx	3	None
Record Type	R	Program Info	String	xxx	3	Contribution codes are used to identify regular payroll records and service credit purchase records. The option to report SIP or Deduction for Overpayment Receivable does not exist today.
Record Type Count	R	Program Info	Integer	##########	10	Total Record Count
Record Type Total	R	Program Info	Decimal	###########.##	14	None

Payroll Contribution File Data Elements (cont.)

Payroll Contribution File						
DATA ELEMENT NAME	**R/O/C**	**DATA HIERARCHY**	**DATA TYPE**	**FIELD VALUES**	**MAX LENGTH**	**Current Reporting Equivalent**
SIP Plan ID	C	Program Info	String	xxxxxx	6	None
SIP Count	C	Program Info	Integer	##########	10	None
SIP Total	C	Program Info	Decimal	###########.##	14	None
Test Report	R	Report Info	String	xxxxx True if: The report was sent as a test file False if: It is the actual payroll report	5	None
Report Type	R	Report Info	String	xxx	3	Special payroll indicator. The option to create a supplemental income plan report or gap report does not exist today.
Participant's CalPERS ID	R	Participant Info	String	xxxxxxxxxx	10	SSN
First Name	R	Participant Info	String	xxxxxxxxxxxxxxxxxxxx	20	First initial
Middle Name	O	Participant Info	String	xxxxxxxxxxxxxxxxxxxx	20	Middle initial
Last Name	R	Participant Info	String	xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx	30	Last name

Change for handful of employers	Change for majority of employers	Element currently reported in some fashion

11

Payroll Contribution File Data Elements (cont.)

Payroll Contribution File						
DATA ELEMENT NAME	**R/O/C**	**DATA HIERARCHY**	**DATA TYPE**	**FIELD VALUES**	**MAX LENGTH**	**Current Reporting Equivalent**
Record Period Begin Date	R	Contribution Record	Date	yyyy-mm-dd	10	Service Period Month Service Period Year Service Period Type
Record Period End Date	R	Contribution Record	Date	yyyy-mm-dd	10	Service Period Month Service Period Year Service Period Type
Payroll Record Memo	O	Contribution Record	String	xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx	36	None
Appointment ID	C	Record Detail	String	xxxxxxxxxx	10	None
SIP Plan ID	C	Record Detail	String	xxxxxx	6	None
Pay Rate Type	C	Record Detail	String	xxx	3	Pay code
Pay Rate	C	Record Detail	Decimal	#####.##	8	Pay rate
Type of Transaction	C	Record Detail	String	xxx	3	Contribution codes
Reportable Earnings	C	Record Detail	Decimal	#####.##	8	Member earnings

12

Payroll Contribution File Data Elements (cont.)

Payroll Contribution File						
DATA ELEMENT NAME	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH	Current Reporting Equivalent
Scheduled Full-Time Days Per Week	C	Record Detail	Decimal	####.##	7	Work schedule code
Scheduled Full-Time Hours Per Week	C	Record Detail	Decimal	####.##	7	Work schedule code
Special Compensation Category	O	Record Detail	String	xxx	3	None
Special Compensation Type	O	Record Detail	String	xxx	3	None
Special Compensation Amount	C	Record Detail	Decimal	#####.##	8	Contribution amount reported with pay code '09' and contribution codes '06' or '16'

<div>
Change for handful of employers   Change for majority of employers   Element currently reported in some fashion
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Payroll Contribution File Data Elements (cont.)

Payroll Contribution File						
DATA ELEMENT NAME	**R/O/C**	**DATA HIERARCHY**	**DATA TYPE**	**FIELD VALUES**	**MAX LENGTH**	**Current Reporting Equivalent**
Taxed Member Paid Contribution/ Deduction	C	Record Detail	Decimal	#####.##	8	Contribution amount reported with one of the following contribution codes: '01', '02', '03', '04', '05', '06'
Tax Deferred Member Paid Contribution/ Deduction	C	Record Detail	Decimal	#####.##	8	Contribution amount reported with one of the following contribution codes: '11', '12', '13', '14', '15', '16' There is no distinction between member paid tax deferred contributions [IRC 414(h)(2)] and employer paid tax deferred contributions
Tax Deferred Employer Paid Member Contribution	C	Record Detail	Decimal	#####.##	8	Contribution amount reported with one of the following contribution codes: '11', '12', '13', '14', '15', '16' There is no distinction between member paid tax deferred contributions [IRC 414(h)(2)] and employer paid tax deferred contributions

Payroll Contribution File Data Elements (cont.)

Payroll Contribution File						
DATA ELEMENT NAME	R/O/C	DATA HIERARCHY	DATA TYPE	FIELD VALUES	MAX LENGTH	Current Reporting Equivalent
1959 Survivor Contribution (Only for PERS)	C	Record Detail	Decimal	#####.##	8	Survivor Contribution Amount
Survivor Contribution - Spouse (Only for - JRS)	C	Record Detail	Decimal	#####.##	8	None
Survivor Contribution – Children (Only for - JRS)	C	Record Detail	Decimal	#####.##	8	None
Taxed Member Paid Additional Contribution	C	Record Detail	Decimal	#####.##	8	Contribution amount reported with contribution code'08'
Tax Deferred Employer Paid Additional Contribution	C	Record Detail	Decimal	#####.##	8	Contribution amount reported with contribution code'09'
Total Hours Worked	C	Record Detail	Decimal	####.##	7	None

Change for handful of employers   Change for majority of employers   Element currently reported in some fashion

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Business Partner Preparation

» Technical tool kit

» CalPERS delivery of participant CalPERS ID's and Appointment ID's prior to implementation

» Testing/data validation

» Technical or business constraints

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Resources

» Visit PERT web page: www.calpers.ca.gov/pert

» Contact PERT: PERT4U@calpers.ca.gov

Thank You For Attending!!